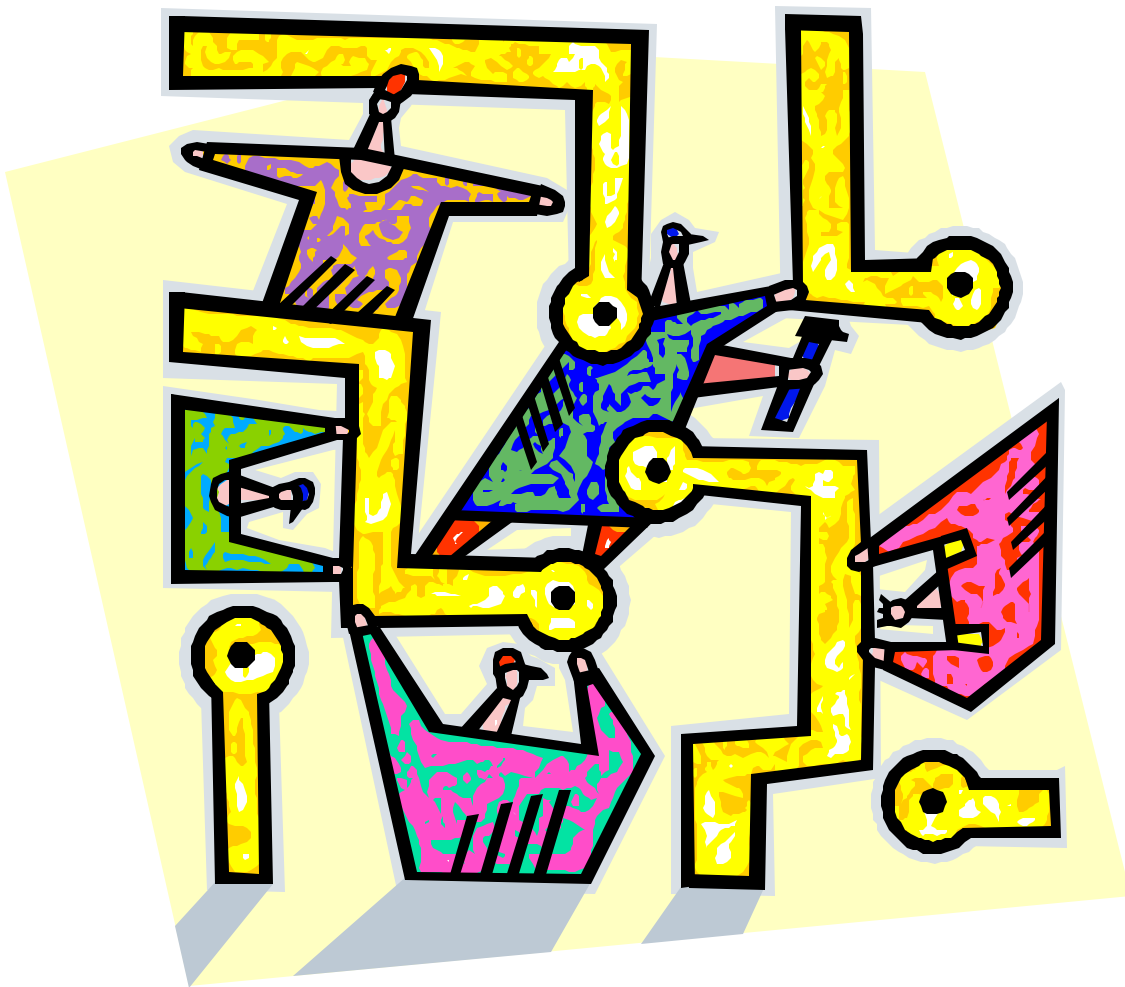


Project Management Framework

Issue Management Plan Template



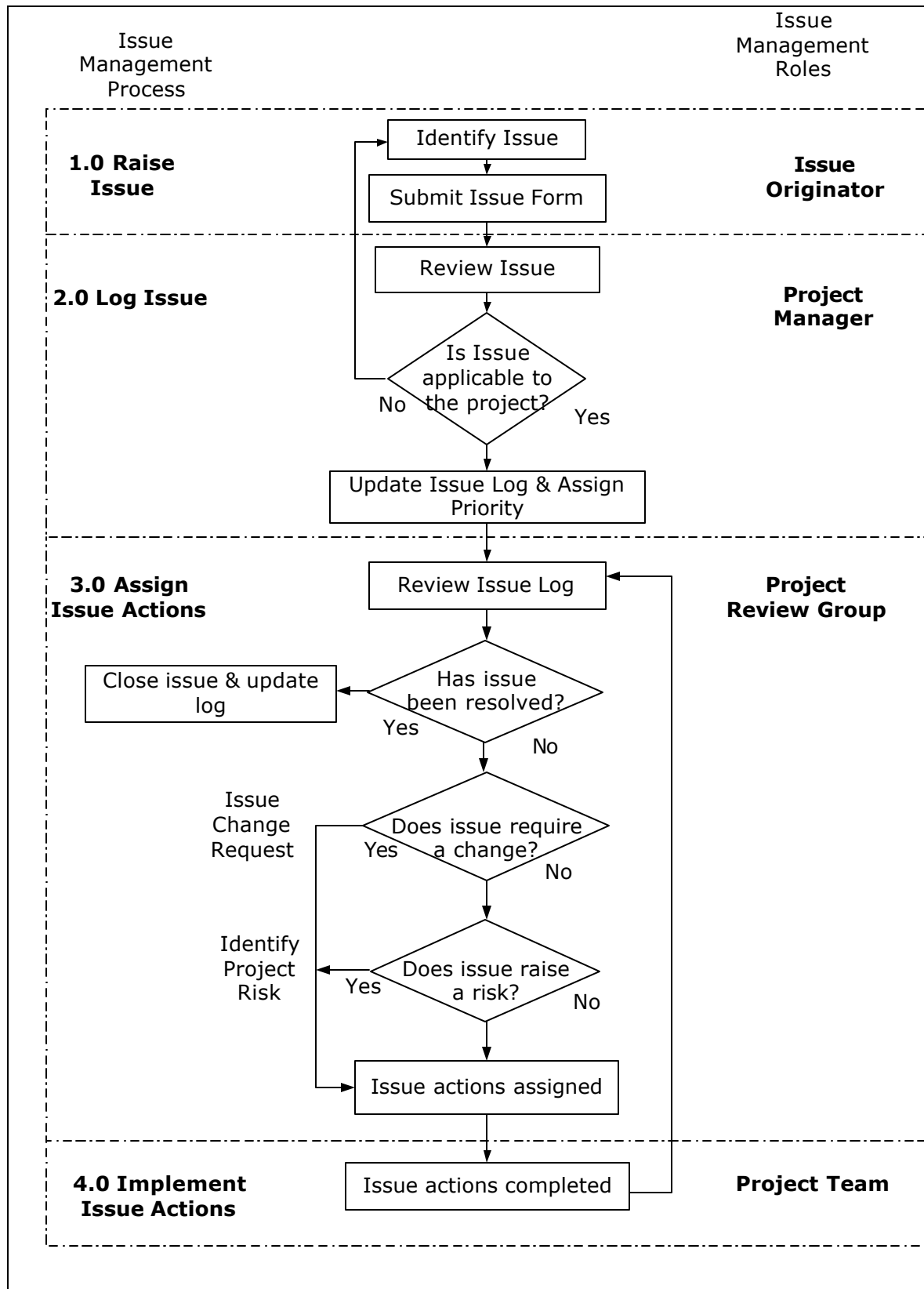
Issue Management Plan Template

Overview

(Describe the purpose of issue management. Provide an overview of the general process for the management of issues within the project.)

Issue Process

(Provide a diagrammatic representation of the processes and procedures to be followed in order to initiate, evaluate, review, and resolve issues within the project. An example follows:)



Issue Management Roles

(Define the roles and responsibilities for all resources - both internal and external to the project - involved with the identification, review and resolution of issues within the project.)

Issue Form

(Describe the purpose and usage of the "Issue Form". Insert a blank copy of the form with this plan.)

Issue Log

(Describe the purpose and usage of the "Issue Log". Insert a blank copy of the actual Issue Log with this plan.)

Project Issue Form

Project Name: _____

Prepared By: _____

Date: _____

A Issue Background

Issue Type (check one):

☐ Request for Information

☐ System Problem

☐ Procedural Problem

☐ Other

Specify

Date Resolution Needed: _____

Proposed Assignee: _____

Attachments (if any): _____

Reviewer: _____ Reviewer Completion Date: _____

Reviewer Comments:

Issue Description:

Initial Recommendation:

Potential Impact (if not resolved):

Cost / Schedule Impact Analysis Required? ☐ Yes ☐ No

Estimate of Additional Effort:

Resources Required	Work Days/Costs

B Recommendation

Final Recommendation and Comments:

--

Name/Title	Signature	Date
(Project Manager)		

C Management Action

Recommendation status (check one):

☐ Accept ☐ Defer ☐ Need Additional Information ☐ Reject

Assigned to: _____ Organization: _____

Planned Completion Date: _____

D Signatures

The signatures of the people below relay an understanding in the purpose and content of this document by those signing it.

Name/Title	Signature	Date

